

ATTACHMENT–A2

SCOPE OF WORK Title-II Services

DISTRICT OF COLUMBIA
DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT
RENOVATION TO WILSON BUILDING 2ND AND 3RD FLOOR SUITES
TITLE-II SERVICES

1. COMPENSATION:

- 1.1. For the Architect-Engineer's Title-II Services described herein, the District shall compensate the Architect-Engineer an amount not to exceed 20% of the total Design Phase services unless specific "additional services" outside the basic services describe herein are identified.

2. EVALUATION OF THE WORK:

- 2.1. SERVICES TO BE FURNISHED BY ARCHITECT-ENGINEER. The Architect-Engineer shall:
- 2.1.1. Render professional judgments and recommendations as regards to work for which the Architect-Engineer was responsible during the preparation of the contract documents for the subject project.
 - 2.1.2. Advise and/or recommend to the Contract Administrator (Project Manager) construction changes deemed necessary during construction. The Architect-Engineer will not make changes in plan, specifications, or other contract documents, nor waive any contract requirement, except as directed by the Contracting Officer.
 - 2.1.3. Prepare Change Order drawings, related specifications, and cost estimates when requested. Performance of this work will be recognized as justification for additional fees unless same shall be required due to errors and/or omissions on the part of the Architect-Engineer.
 - 2.1.4. Consult with and technically advise the Project Manager regarding questions and disputes which may arise as a result of the Architect-Engineer's Title I Services and subsequent advice.
 - 2.1.5. Observe or review, when requested, tests of work, equipment and utility systems for conformance with contract plans and specifications.
 - 2.1.6. Observe or review, when requested, the testing of installed equipment and utility systems for conformance with contract plans and specifications.

- 2.1.7. Upon the request of the Project Manager, the Architect-Engineer shall prepare a punch list itemizing incomplete, omitted and unacceptable work to be done for satisfactory conformance to the contract.
- 2.1.8. Within five (5) days after each visit, provide the Project Manager with a written report regarding the subject of the above visit with detailed minutes of the visit; and any items that may assist the Project Manager in administering the contract.
- 2.1.9. Render to the Project Manager a Final Report containing the Architect-Engineer's narrative evaluation of the performance of the Contractor, a chronological log of all inspection visits performed by the Architect-Engineer and copies in chronological order of all reports with the corresponding minutes previously rendered to the Project Manager.
- 2.1.10. The Architect-Engineer in his capacity as adviser to the Project Manager shall deal directly with the Project Manager or his representative and have no communication with the Contractor, except as designated by the Contracting Officer.
- 2.1.11. The Architect-Engineer, in cooperation with the District or any independent inspectors retained by the District, shall review and certify pencil copy and final invoice amounts owing to the Contractor based on observations at the site and on evaluations of the Contractor's Applications for Payment and the Contract Documents.

3. REVIEW AND CHECKING OF SHOP DRAWINGS AND SAMPLES:

- 3.1. SERVICES TO BE FURNISH BY ARCHITECT-ENGINEER. The Architect-Engineer shall:
 - 3.1.1. Review and Check Submittals. Review and check all submittals issued to the Project Manager, such as shop and related drawings together with such samples and product data submitted by the Contractor in connection with the Work, to assure that they conform with the Contract Documents and Specifications, recommending to the Project Manager those items which are found satisfactory, and furnishing exceptions in writing as to those for which disapproval is recommended.
 - 3.1.2. Advise the Project Manager of any construction changes deemed necessary, but not to make changes in plans and specifications or other contract requirements; nor waive any contract requirement. The Architect-Engineer, in its capacity as adviser to the Project Manager, will deal directly with the Project Manager, unless directed otherwise by the Project Manager.
 - 3.1.3. The Architect-Engineer shall be a representative of the Project Manager during the Title II Services phase, and will advise and consult with the Project Manager, and Project Manager's consultants. The Architect-Engineer shall

review the Project Schedules and consult with the Contractor, and the Project Manager, with respect thereto. The Architect shall have authority to act on behalf of the Project Manager only to the extent provided in the Contract unless otherwise modified by written instrument. The Architect-Engineer shall not be authorized to order any change in the Work which would modify the Design Schedules, the Project Schedule, or the dates specified for completion of the Work or any Phase of the Work, or the contract price of the Work or any Phase of the Work (as specified in the Contract Documents), without specific written approval from the Project Manager. All design-related scheduling shall be completed in generically defined Required Scheduling Software as determined appropriate by the Project Manager.

- 3.1.4. Consult with and technically advise the Project Manager regarding questions and disputes which may arise in connection with shop and/or related drawings submitted by the Contractor.
- 3.1.5. Perform all required services in a professional and timely manner and promptly notify the Project Manager of any anticipated or actual delays resulting from Contractor submissions which may delay the progress of construction.
- 3.1.6. Render to the Project Manager a Final Report containing the Architect-Engineer's narrative evaluation of the performance of the Contractor and a chronological log of all submittals will contain, but not be limited to: dates received and returned, identity of items, and Architect-Engineer's recommended disposition.
- 3.1.7. The Contractor will submit all Shop Drawings with letter of transmittal directly to the Architect-Engineer. Copy of Shop Drawings letter of transmittal shall be sent to the Office of the Deputy Mayor for Planning and Economic Development by the Contractor. All Shop Drawings from the Contractor will be submitted at a minimum and unless otherwise noted in two (2) hard-copies and one (1) copy in electronic pdf format.

Complete sets of Shop Drawings, to include Shop Drawings for builder's hardware, doors, jams and color texture selections, will be delivered to the Architect-Engineer by the Contractor, who shall establish and maintain a Shop Drawings log by number, using an approved web-based project management system such as Prolog.

The Architect-Engineer shall deliver Shop Drawings submittals to the Office of the Deputy Mayor for Planning and Economic Development in accordance with the following time table:

- Projects with an estimated cost of less than \$1.0 million, 5 days
- Projects estimated between \$1.0 million and \$5.0 million, 7 days

- Projects between \$5.0 million and \$10.0 million, 10 days
- Projects over \$10.0 million, 14 days

The Architect-Engineer shall retain on file one (1) copy of all Shop Drawing submittals.

The Architect-Engineer shall fill out and attach to each Shop Drawing submittal an approved form suitable for the record. All Shop Drawings will be stamped with the Architect-Engineer's stamps and noted for appropriate action.

Shop Drawings will be marked for compliance with Contract Documents only. Should a change be required, the Architect-Engineer shall so indicate in writing. The Architect-Engineer shall maintain a Change Order Drawing log using an approved web-based project management system such as Prolog.

4. PERIOD OF SERVICE:

- 4.1. The work and services to be provided by the Architect-Engineer under Title II of this contract, will be performed concurrently during the entire period of construction resulting from the Title I design and through acceptance by the District. When the Architect-Engineer contract is terminated prior to completion, payment will be made for only that portion of the work actually accomplished by the Architect-Engineer and approved by the Project Manager.

5. PREPARATION OF RECORD DRAWINGS:

- 5.1. Upon completion of the Construction Phase, the Architect-Engineer shall prepare and deliver to the Owner one set of Project record drawings and specifications in an electronic format acceptable to the District, incorporating revisions made by the Architect-Engineer during the Construction Phase and field changes noted on the Contractor's marked-up field set (reference: AIA B101 - 2007).